DEPARTMENT OF CRIMINAL JUSTICE SERVICES Community Policing Fund Grant - 2006 Application Guidelines

I. INTRODUCTION

Authority and Purpose:

In 1994, the Virginia General Assembly enacted legislation creating a Community Policing Fund (§58.1-344.3 of the *Code of Virginia*.) The purpose of this program is to permit any individual eligible to receive a state tax refund to designate, at the time of filing a tax return, a specified dollar amount of their refund to be used to provide grants to local law enforcement agencies. These grants, as approved by the Criminal Justice Services Board (CJSB), are for the purchase of equipment and/or the support of services related to community policing. All moneys collected will be deposited into the state treasury and will be used by the Department of Criminal Justice Services (DCJS) for the purposes set forth herein.

The purpose of this program is to provide additional resources for the development or expansion of community policing programs in local jurisdictions within Virginia. "Community policing" refers to strategies that build close partnerships between law enforcement agencies and their communities to reduce or prevent crime. These strategies focus on unique neighborhood crime problems to be solved through coordinated efforts. In general, grant funds may be used only for expenses directly related to carrying out the activities described in the grant application.

Eligibility Requirements:

Any Virginia county, city, or town which has in place or is initiating a community policing program is eligible to apply for grant funds from this program.

Grant Period:

Community Policing Grant funds will be awarded for one, six-month period, beginning July 1, 2006 and ending December 31, 2006.

Amount Available:

The maximum Community Policing Fund grant award, including the required local cash match, will be \$3,500. Grant funds will pay 75% of the costs of an approved project.

Matching Funds:

The local unit of government must provide 25% of the cost of the project in a cash match from non-federal sources. For example, if a locality receives a \$3,500 Community Policing Fund grant award, grant funds totaling \$2,625 will cover 75% of the cost of the project. The locality will provide the remaining cost of the project in a 25% local cash match totaling \$875.

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Restrictions and Limitations:

The Community Policing Fund grant is a competitive, reimbursement-based, one time award. No continuation funding will be available. Grant funds may not be used for personnel costs, construction, land acquisition, basic training, standard uniforms, weapons, ammunition, lobbying, and/or political contributions. In addition,

- only units of local government may apply;
- requests greater that \$3,500 will not be considered;
- grant funds may not be used to supplant federal, state or local funds that otherwise would be available for the same purposes;
- no budget amendments will be permitted;
- no extensions to the grant period will be permitted;
- prepaid transactions outside of the grant period will not be allowed;
- reimbursement will be based on paid invoices for approved program expenditures.

How to Apply:

Eligible applicants must complete and submit **one** (1) **original and three** (3) **copies** of the following:

- Community Policing Fund Application Cover Sheet with required signature
- Community Policing Fund Itemized Budget
- Community Policing Fund Budget Narrative
- Community Policing Fund Project Narrative.

Required forms and instructions for completing them are available at http://www.dcjs.virginia.gov/cple. To be considered complete, the applicant must use DCJS Community Policing Fund forms and submit the original proposal with requisite signature and three copies. *Incomplete applications will not be considered*. Mail your application to: Department of Criminal Justice Services, Grants Administration, 202 North Ninth Street, Richmond, VA 23219.

Application Deadline:

Applications for the Community Policing Fund Grant Program must be received by DCJS *no later than 4:00 p.m. on Friday, March 24, 2006.* The following conditions will **exclude** an application from consideration: incomplete applications; faxed or E-mailed applications; applications received after deadline.

Review Process:

The Criminal Justice Services Board will consider all eligible applications. Awards will be made at the May 2006 CJSB meeting. Funds will be available to successful applicants beginning July 1, 2006.

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Technical Assistance:

If you have questions about the Community Policing Fund Grant or its guidelines, please contact Kathi Lee, DCJS, Law Enforcement Services, at 804.786.4303 or by E-mail at Kathi.lee@dcjs.virginia.gov. You also may contact your DCJS Law Enforcement Services regional grant coordinator. Contact information for the regional grant coordinators is available at http://www.dcjs.virginia.gov/cple/documents/grantMap.pdf.

Reporting Requirements and Deadlines:

Grant recipients must meet the following deadlines and reporting requirements:

July 1, 2006	Grant begins
August 15, 2006	Signed acceptance of grant award due to DCJS Grants Administration
December 15, 2006	Paid receipts for approved expenditures due to DCJS Grants Administration
	via mail or e-mail
	Project summary report due via GMIS Online
	Request for funds due via GMIS Online
December 31, 2006	Grant ends

II. PROGRAM BRIEF

Discussion:

There is a need to increase awareness of the law enforcement function and establish effective ongoing communication between law enforcement and the community in order to encourage sharing of responsibility in the fight against crime. Community members should understand how their interaction with law enforcement officers can supplement the effort to fight crime and help improve the quality of life in a community. Community policing initiatives should involve community partnerships engaging in various problem-solving strategies to eliminate, reduce, or control the causes of crime and disorder in neighborhoods. Examples of law enforcement programs that incorporate community policing concepts include:

- Liaison with community groups
- Tenant Councils
- Youth Intervention Programs
- Study Halls in Public Housing
- Police Residency Programs
- TRIAD reducing crimes against senior citizens
- Neighborhood/Business/Church Watch Programs

Community Action Teams
Substations in Public Housing
Police Athletic Leagues

Substance Abuse Education

Citizen Patrols

Bike Patrols

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Several examples of community policing programs for which grant funds might be used include:

- Bikes and associated specialized equipment for Bike Patrol Units
- Cell phones, pagers, radios
- Establishment of a substation e.g., office equipment, including a computer, etc.
- Educational literature on community policing topics.

Community Policing Fund Grant - 2006 Application Checklist

Your grant application must include:

Grant Application Cover Sheet: Use DCJS form.

signed by the Project Administrator (county administrator, city or town manager, Mayor, Chairperson of Board of Supervisors, or Chairperson of Town Council); e-mail addresses are included

Brief Project Description reflects the community policing purpose of the project

Project Budget Summary has 75% of the project costs in "state funds" column and 25%, in the "local match" column

Grand Total does not exceed \$3,500

Community Policing Fund Grant Itemized Budget: Use DCJS form

Community Policing Fund Grant Budget Narrative: Use DCJS form

Community Policing Fund Grant Project Narrative: Use DCJS form. Complete the Needs Statement, Project Description, Project Timeline, and Project Partners sections.

One (1) original with requisite signature and three (3) copies

Mail your application to: **Department of Criminal Justice Services, Grants Administration, 202 North Ninth Street, Richmond, VA 23219**